



Minutes – Approved
Public Records Board
March 25, 2019; 1:00pm – 3:30pm
Legislative Audit Bureau
Cattanach Training Room, 4th Floor
22 East Mifflin Street
Madison, WI 53703

Board Members Present: Matt Blessing, Paul Ferguson, Anne Sappenfield, Melissa Schmidt and Peter Sorce.

- 1) **Call To Order:** 1:03 PM.
- 2) **Approval of November 19, 2018, Meeting Minutes:** The Board reviewed the November 19, 2018, draft minutes. Anne Sappenfield moved, seconded by Melissa Schmidt, that the minutes be approved as submitted. The motion was approved.

Member	Aye	No	Abstain
Paul Ferguson	X		
Anne Sappenfield	X		
Melissa Schmidt	X		
Peter Sorce	X		
Matt Blessing	X		

- 3) **Comments from Chair:** The Board Chair, Matt Blessing, noted that the Wisconsin Historical Society (WHS) has done a cursory analysis on the transfer of electronic records from agencies to the WHS. They do not believe that electronic records under the General Records Schedules (GRSs) are being transferred on a routine basis. They will be working with the State Records Center staff to look into the issue. The Administrative GRS will be sunsetting in 2020 and Matt noted this will be a good opportunity to include communication records as well as revisit the entire GRS. He said the WHS has been overwhelmed with interest in the Municipal GRS since it was approved and has been very well received. WHS staff is already working on the renewal of the County GRS which expires in 2020 also. WHS staff gets questions on police records several times each week because it is not in the Municipal GRS. They will be reaching out to agency Records Officers with enforcement arms and other entities with similar records to draft that section. They hope to begin the work in 2020.

4) Committee Reports

a. Records Management Committee:

- i. **Review of Records Retention Disposition Authorizations (RDAs) on the First Quarter 2019 Public Records Board (PRB) Record Series Index:** The Committee Chair, Paul Ferguson, remarked that a few RDAs have been withdrawn since the Committee meeting and one was added. He noted there were ongoing issues with incorrect statutory citations. He also noted that the Committee wanted to commend the efforts of the Human Resources General Records Schedule (GRS) workgroup for their work on the renewal of the GRS.

The Board Chair opened a discussion of the index by Board members. Board members asked questions about specific submissions which were discussed and answered. They also discussed the use of media transition language and digitization projects since the approval of the Statement of Intent policy approved in June 2018. Peter Sorce moved, seconded by Melissa Schmidt, that the submissions on the first quarter 2019 PRB Record Series Index be approved as submitted. The motion was approved.

Member	Aye	No	Abstain
Paul Ferguson	X		
Anne Sappenfield	X		
Melissa Schmidt	X		
Peter Sorce	X		
Matt Blessing	X		

b. Operations and Training Advisory Committee:

- i. **Social Media Best Practices:** Linda Barth reviewed the Social Media Best Practices draft document. She noted that the draft has been reviewed by Records Officers, DOA legal counsel and the Committee. The draft is being brought forward for Board review and approval. Board members asked questions about the audience and intent of the document. Following the discussion Board members requested amendments to the layout and language of the draft to ensure the focus of the document is on records retention which is consistent with the previously approved Email Best Practices document.
- ii. **Transitioning Employees Guidance:** Linda Barth discussed the history of the Transitioning Employees document and Gov. Walker's Executive Order 235. The draft has been vetted by Records Officers, DOA legal counsel and the Committee. The draft is being brought forward for Board review and approval. Board members liked that the document is brief, succinct and easy to follow.

Anne Sappenfield moved, seconded by Peter Sorce, that the Social Media Best Practices be approved as amended and the Transitioning Employees Guidance be approved as submitted. The motion was approved.

Member	Aye	No	Abstain
Paul Ferguson	X		
Anne Sappenfield	X		
Melissa Schmidt	X		
Peter Sorce	X		
Matt Blessing	X		

5) Other Business:

- a. **Board 2018 Annual Letter:** Matt Blessing overviewed the draft annual letter and opened the discussion to Board members. Board members suggested a few minor edits. Following the discussion, the 2018 Annual Letter was approved by consensus.
- b. **Annual Elections of Public Records Board Officers:** Melissa Schmidt moved, seconded by Anne Sappenfield, to elect Board Officers as follows: Chair – Matt Blessing; Vice-Chair – Paul Ferguson; Secretary – Peter Sorce. The motion was approved.

Member	Aye	No	Abstain
Paul Ferguson	X		
Anne Sappenfield	X		
Melissa Schmidt	X		
Peter Sorce	X		
Matt Blessing	X		

- c. **Updated Website:** Linda Barth overviewed the history of the current website and the need for an updated website. Kathryn Egeland then previewed the website and answered Board members questions. The Board provided feedback on the current direction, overall look and navigation of the new website. Board members were appreciative of the work that has been done to make the new website more user friendly and easier to navigate. The website should be ready for final review and approval at the second quarter Board meeting, June 10, 2019.

Meeting Adjourned at 2:51 PM.

Next scheduled meeting: June 10, 2019.